

MARINE COORDINATOR

DIRECT SUPERIOR:	LEAD MARINE COORDINATOR	AREA: CONSTRUCTION
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GENERAL DESCRIPTION

The Marine Coordinator is responsible for the monitoring and coordination of all marine traffic operations on Moray West Offshore Wind Farm, ensuring alignment with the sites generation license, consent conditions, policies, and procedures along with all applicable laws, regulations and industry best practices.

The Marine Coordinator will work closely with the Construction Services Package Manager during the construction phase.

MAIN ACCOUNTABILITIES

- Participate in the preparation of the marine coordination procedures
- Revise and keep these procedures up to date
- Monitor all systems for the tracking of vessels and transfer of personnel
- Co-ordinate all project-related marine traffic between ports and the offshore sites
- Communicate with marine traffic using VHF Radio
- Preparation of vessel manifests
- Maintain logging, meeting, and reporting routines as stipulated in the Marine Coordination Procedures
- Obtain work schedules from the operations team and contractors and coordinate SIMOPS meetings and distribute minutes so to avoid traffic/ work related conflicts of interest
- Co-ordinate monitoring and maintenance of navigational marking of the offshore site
- Monitor and communicate weather reports
- Prepare and issue Notices to Mariners, and other such advisory notices
- Act as initial point of contact and coordinator for offshore emergency response plans
- Support Search and Rescue operations
- Responsible for the recording and reporting of defects, and under performance
- Preparation of daily reports
- Produce daily, weekly & monthly operational reports
- Work with Asset/Site Managers to ensure safe daily wind farm operations
- Ensure alignment with Moray East and Moray West through regular cross project liaison
- Check Offshore personnel certification is correct and valid, issue crew change certification updates on a daily basis

REQUIRED QUALIFICATIONS

- MCA Master 200 or higher
- Evidence of transferrable Control room experience from either Oil and Gas or any other relevant occupation
- All current offshore certifications (preferable).
- HNC in Marine/Electrical/Mechanical Engineering or Equivalent (NVQ L4 and Above) is desirable

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REQUIRED PROFESSIONAL EXPERIENCE

- Experience in marine coordination within the offshore wind or Oil and Gas industry.
- Proficient in VHF communications.
- Experience of incident control / crisis management.

REQUIRED KNOWLEDGE

- Good knowledge of marine legislation and best industry practice.
- Good knowledge of Microsoft Office Applications.
- Knowledge of WTG Safety Rules and Marine Coordination software would be an advantage

SKILLS/ COMPETENCIES:

- Strong interpersonal and communication skills.
- Ability to analyse safety risks and develop mitigation strategies.
- Organized and methodical approach to overcoming challenges.
- Flexible attitude to be willing to adapt to change
- Attention to detail to produce consistently high quality marine logs

LANGUAGES:

- Fluent English both verbal and written

LOCATION/ MOBILITY:

- The role will be based at Moray East Offshore Wind Farms Operations & Maintenance Centre located in Fraserburgh, Aberdeenshire.
- The role may require travel to the marine facilities for vessel audits and inspections.
- Requirement to travel for limited durations of time with short notice to other locations such as Edinburgh
- The role will be based on 14 days on, 14 days off rota.